

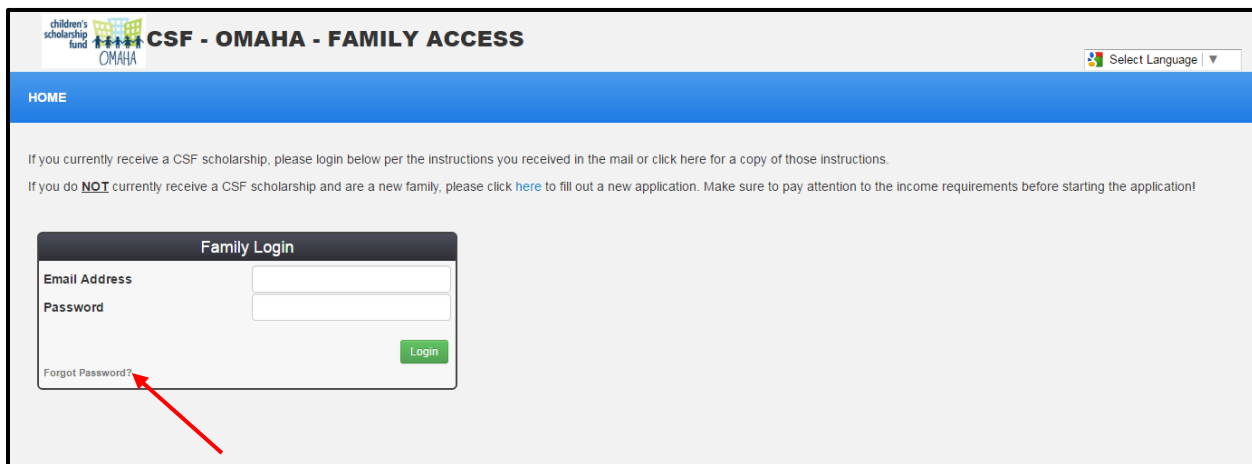
CSF Omaha Requalification Application Instructions

To begin your requalification application, go to the Family Portal Link:

<https://csfomaha.civicore.com/familylogin/>

**Note, the images reflected in this help guide are to assist you, but they will not match exactly to what you may see on the application.*

Step 1: Enter your e-mail address and password from your 2018-19 application. If you do not remember your password, click on the **'Forgot Password?'** link and enter the e-mail address that the CSF Office has on file for you. (You received a letter with this e-mail. If you are still unsure of the correct email you can contact our office at 402-819-4990.)



children's scholarship fund OMAHA CSF - OMAHA - FAMILY ACCESS Select Language

HOME

If you currently receive a CSF scholarship, please login below per the instructions you received in the mail or click here for a copy of those instructions.
If you do **NOT** currently receive a CSF scholarship and are a new family, please click [here](#) to fill out a new application. Make sure to pay attention to the income requirements before starting the application!

Family Login

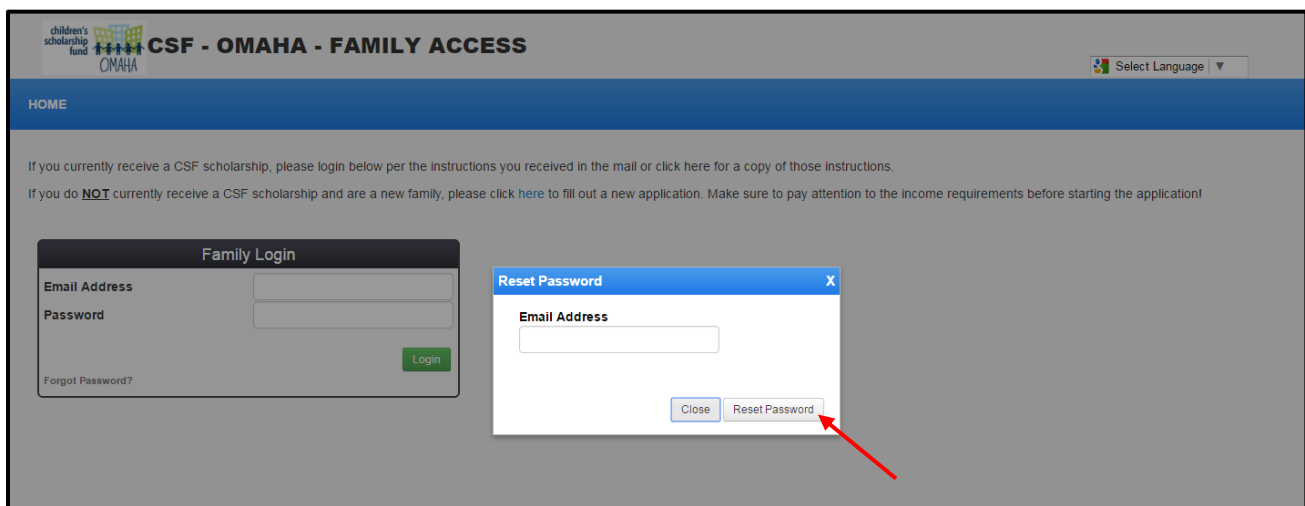
Email Address

Password

Forgot Password?

Login

Step 2: Click the **'Reset Password'** button. An e-mail will be sent to this e-mail address that contains a secure login link. Note, this e-mail could be sent to your spam folder so you may need to check there if you do not receive it. The e-mail will be titled *Password Reset*.



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HOME

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Family Login

Email Address

Password

Forgot Password?

Login

Reset Password

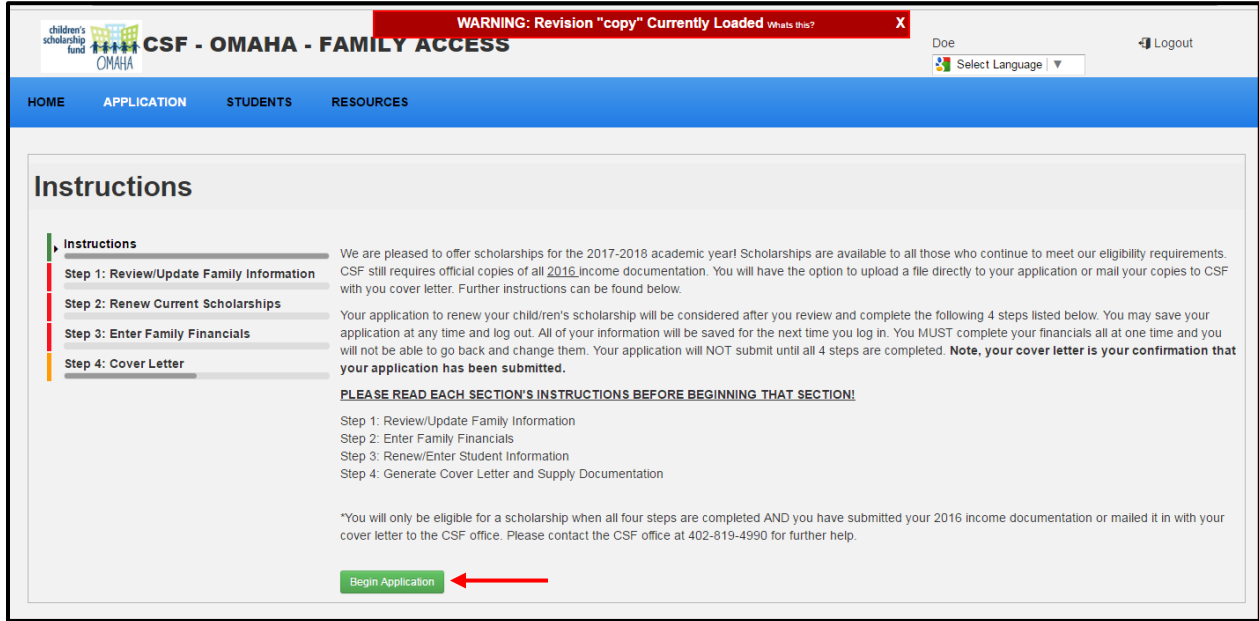
Email Address

Close Reset Password

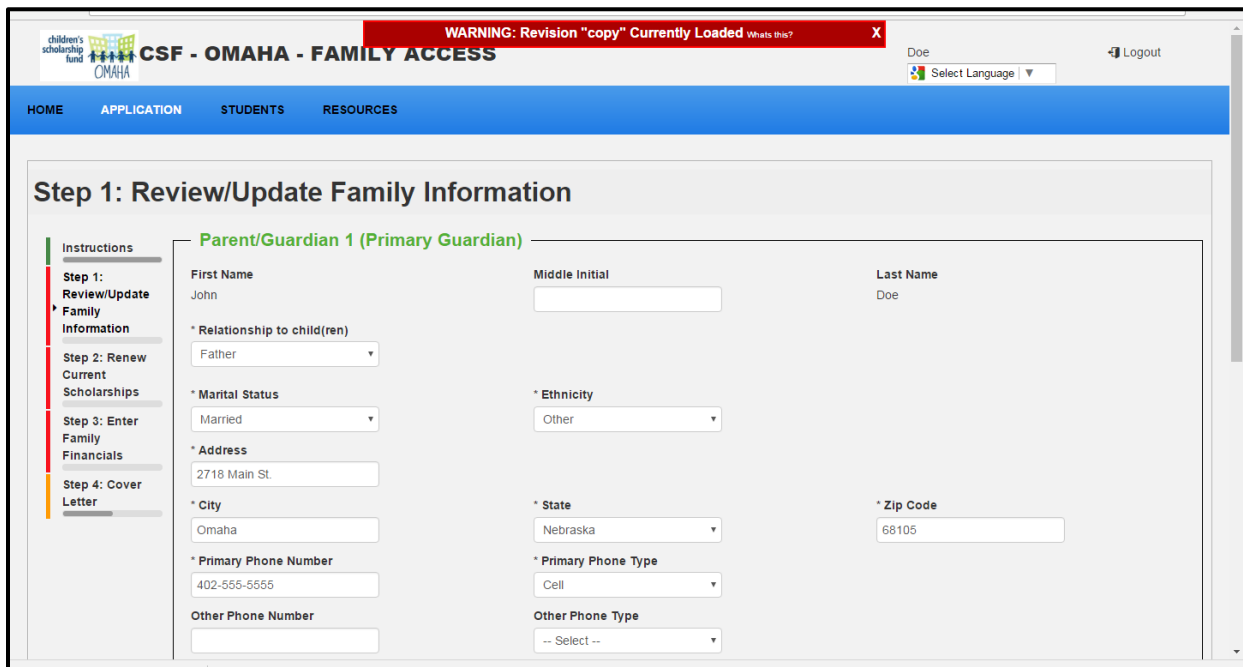
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Step 3: Click on the link in the e-mail and the system will force you to set your password. You will then use that password to login in the future. This will log you into to your family portal page to see the home screen.

Step 4: Click on the ‘**Application**’ tab in the blue header. On the first page you will see the application instructions. Please read this carefully and click ‘**Begin Application.**’



Step 5: Review/Update Family Information. You **MUST** edit your basic information and fill out all required fields (indicated by an asterisk *). This information has no bearing on your scholarship eligibility, but it will be used for data collection purposes and must be completed. If all of the information is correct, click ‘**Save & Continue.**’



Step 6: Enter Student Information. All current students will be listed. Click the green **'Renew'** button for each student that will be eligible (K-8th grade).

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Doe [Logout](#)
[Select Language](#) ▼

HOME APPLICATION STUDENTS RESOURCES

Step 2: Renew Current Scholarships

Instructions

- All current students will be listed under Student Information. Click the green "Renew" button for each student that will be eligible (K-8th grade).
- After clicking the "Renew" button verify that the student's grade and school are correct for the 2017-18 school year. If changes need to be made use the drop down menu to select a different school or grade.
- Click "Save" to finish their renewal.

First Name	Last Name	
Jane	Doe	Renew
Jimmy	Doe	Renew

If you are adding a new sibling to the program hit the green "Add a New Sibling" button. You will then be asked to fill out ALL their basic information. Once all students you are applying for are entered and/or renewed you will move to next step.

[Add New Sibling](#)

Step 7: After clicking the **'Renew'** button, verify that the student's grade and school are correct for the 2019-20 school year. If changes need to be made, use the drop down menus to select a different school or grade. Click **'Renew Student'** to finish their renewal.

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Doe [Logout](#)
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HOME APPLICATION STUDENTS RESOURCES

Step 2: Renew Current Scholarships

Student Name: Jimmy Doe

Application Information

* School Year: 2017-2018 Application Type: Re-Qual

* Grade: 4th

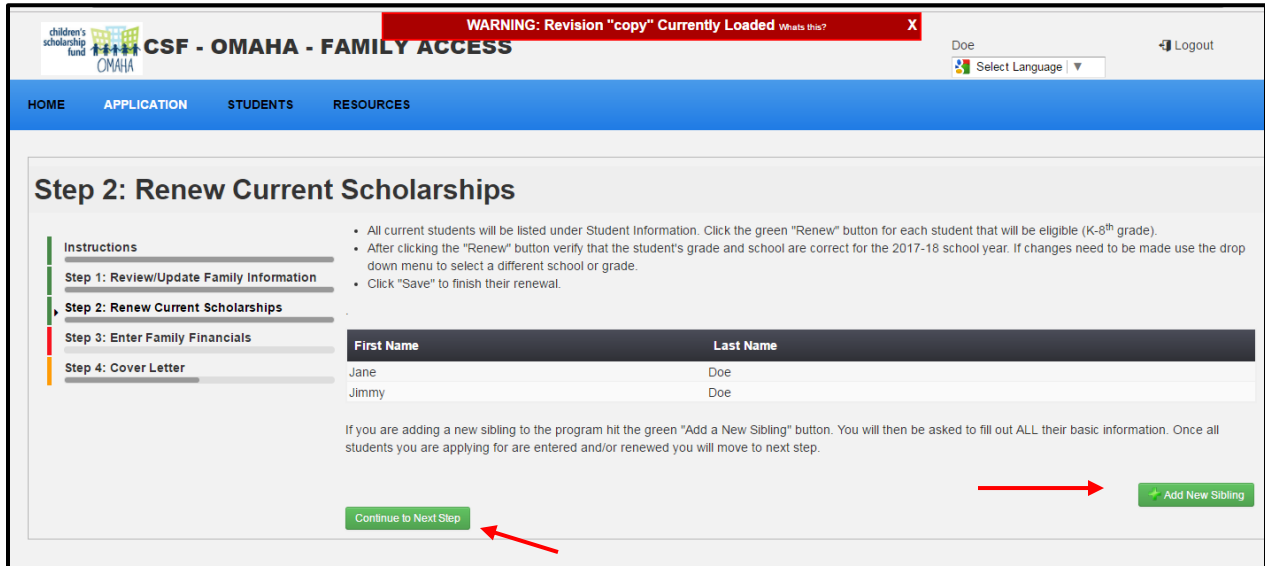
School: Test School

* Is this child transferring from a public school?: No

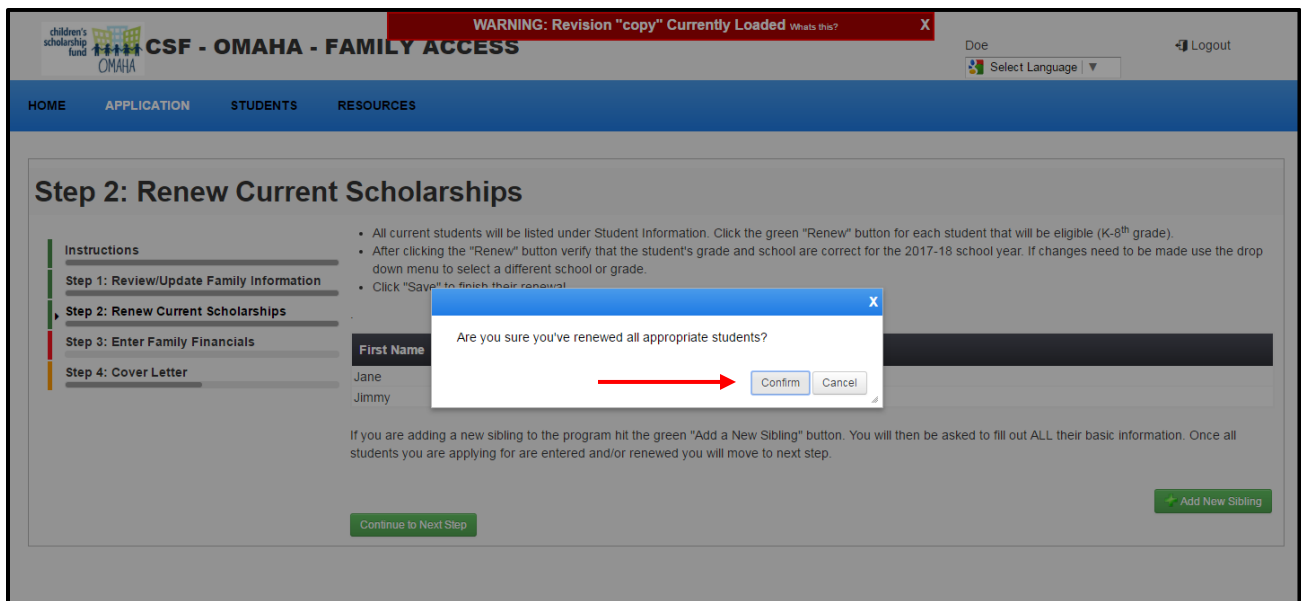
[Renew Student](#)

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Step 8: If you are adding a new sibling to the program, click the green **'Add New Sibling'** button. You will then be asked to fill out ALL of their basic information. If you are NOT adding any new students to the program, click **'Continue to Next Step.'**



Step 9: After clicking **'Continue to Next Step'** you will be asked to click **'Confirm'** on the pop-up display pictured below. Do this **ONLY** when you have clicked **'Renew'** for all students listed in your family and added additional students if necessary. If you click **'Confirm'** and need to add an application for a student or change information listed on the application, please call our office immediately at 402-819-4990 so that we can edit your application.



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Step 10: After clicking ‘Confirm,’ you will enter your **2018** family financials. Please answer all required questions. If you are able, you can upload your required **2018** income documentation as you fill out the application. If you are unable to upload the required **2018** income documentation, please continue to fill in your financial information and continue to the next step of the application. There will be further instructions regarding mailing in copies of your **2018** income documentation for verification accompanied by a cover letter that will be generated at the end of the application.

children's scholarship fund OMAHA **CSF - OMAHA - FAMILY ACCESS** **WARNING: Revision "copy" Currently Loaded** **Doe** **Logout** **Select Language**

HOME APPLICATION STUDENTS RESOURCES

Step 3: Enter Family Financials

Instructions **PLEASE NOTE: Once you start this section you may NOT go back and edit it. Once you hit "Save", your financials will be locked. Please don't begin this section until you have all of your 2016 financial documents and information in front of you.**

Step 1: Review/Update Family Information You will have the option to upload your supporting documentation here or you will be able to mail it in to the CSF office with the cover letter you will generate during Step 4 of the application. CSF must have copies of all your **2016** financial documentation in order to complete your scholarship application.

Step 2: Renew Current Scholarships

Step 3: Enter Family Financials

Step 4: Cover Letter

Household Financial Information

* **School Year**
2017-2018

* **Number of Adults** *Your household includes all persons living at the same address and/or all persons for whom the head of household claims financial responsibility.* * **Number of Children**

If your household size differs from what is listed on your FEDERAL 1040 OR you did not file taxes please include an explanation below that lists: Name, birthdate, and relationship to head of household for each person.

Step 11: After entering all of your **2018** financials, please carefully read the Verification section. These are important agreements that are required of all parents applying for a scholarship. Please click inside the box next to each statement. When finished, click ‘Save & Continue.’

Verification

* I promise to pay my annual \$500 family commitment in a timely manner.

* I promise to ensure at least 90% attendance of my child(ren).

* I promise to complete an online parent survey in the spring.

* I promise to comply with the standards of my child(ren)'s chosen school.

* I certify that all the information provided on this form is true and complete to the best of my knowledge.

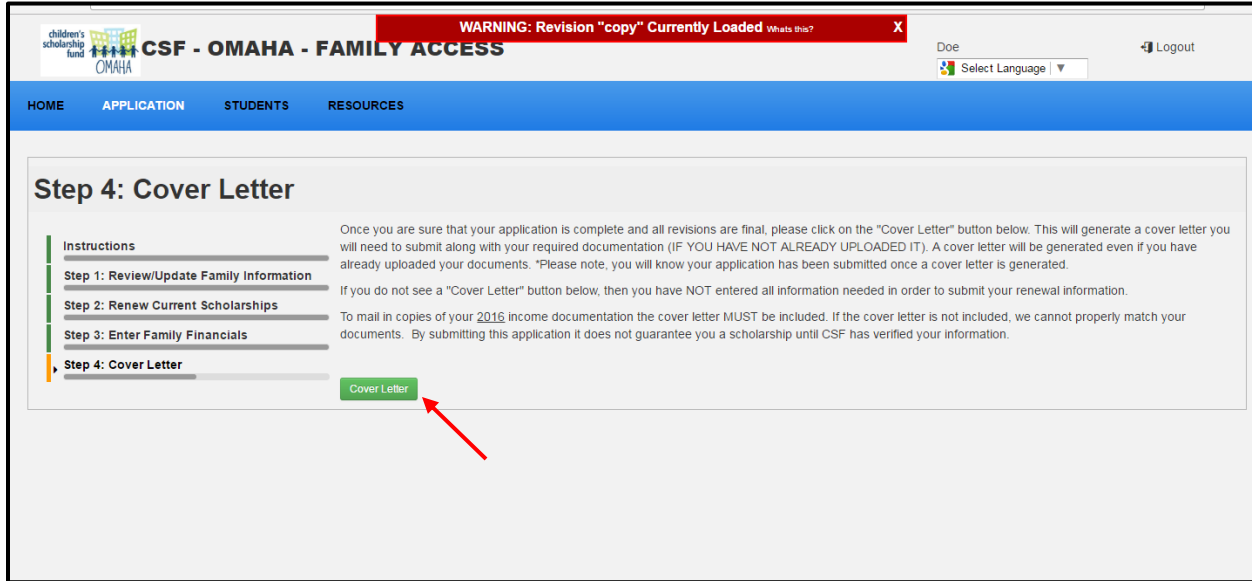
I understand that failure to comply with the above statements will result in the loss of my family's scholarship. I agree to allow the school to release grades, standardized test scores, and demographic information for use by Children's Scholarship Fund "CSF", for program evaluation purposes. I agree to allow my child's picture and video to be taken and used for promotional and fundraising purposes. Finally, I agree to release CSF from any and all liability in its efforts to provide this scholarship.

* **Type name here** *By typing your name here this acts as your electronic signature to the statement above.*

Save & Continue

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Step 12: Once you are sure that your application is complete and all revisions are final, click on the **'Save & Continue'** button below. This will generate a cover letter that you will need to submit along with your required documentation (IF YOU HAVE NOT ALREADY UPLOADED IT). If the cover letter is not included, we cannot properly match your documents. Click the **'Cover Letter'** button to download your copy and print it. Your cover letter acts as proof of your application submission.



IMPORTANT:

You will only be eligible for a scholarship when all four steps are complete, your family still falls within our income eligibility guidelines, we have copies of your 2018 income documentation, and CSF has reviewed your application. You are also not guaranteed a scholarship for any siblings added until we verify your information. We will notify you as to whether you will receive a scholarship or not on July 2, 2019.

If you have concerns regarding your application, please call the CSF office at 402-819-4990.